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# STATE PROCUREMENT OFFICE NOTICE & REQUEST FOR SOLE SOURCE

 ADMINISTRATION  
STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Land and Natural ResourcesName of Requesting Department

Pursuant to HRS §103D-306 and HAR chapter 3-122, Subchapter 9, the Department requests sole source approval to purchase the following:

1. Describe the goods, services, or construction to be procured. Management Services for a collaborative resource management project involving a pilot community fisheries enforcement effort on the island of Maui. Services include the provision of personnel/payroll services and budget management for three (3) project personnel; a project coordinator, a media development specialist and a Makai Watch coordination through education and outreach specifically for the pilot project.	
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2. Vendor/Contractor/Service Provider Name: Tri-Isle Resource Conservation & Development Council, Inc.	3. Amount of Request: \$100,000.00
4. Term of contract (shall not exceed 12 months), if applicable:  From: <u>1-Jun-14</u> To: <u>31-Dec-14</u>	5. Prior SPO-001, Sole Source (SS) No.:  <u>N/A</u>

6. Describe in detail the following: a. The unique features, characteristics, or capabilities of the goods, service or construction. The Tri-Isle Resource Conservation and Development Council, Inc., a Maui based 501 (c) (3) organization, has been a coordinator, facilitator and financial supporter of Maui's natural resource management and research efforts. Over the years, they have demonstrated their commitment, through sponsorship and support, for many programs that involve land conservation, community development, water conservation and various other environmental concerns. Tri-Isle RC&D has been actively involved in the Department of Land and Natural Resources, Division of Conservation and Resource Enforcement (DOCARE) Maui Community Fisheries Enforcement Unit (CFEU) pilot program since its inception in 2012 and has demonstrated its commitment to perform the program tasks in a very capable, efficient and fiscally responsible manner.  b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department The Maui CFEU was designed as a one year pilot project focused on the protection of Maui's near shore fisheries through community collaboration and the creation of a more focused and efficient enforcement model. Its purpose was in response to the Maui community's request for increased fisheries enforcement and presence, test the model for dedicated fisheries enforcement throughout the state and provide outreach and education to members of the community about marine ecology. The project is funded by grant monies provided by two (2) not-for-profit organizations, housed in the DOCARE Special Fund. Project members include DOCARE enforcement staff, and program, administrative support staff, and database management currently facilitated by Tri-Isle RC&D, Inc. The early success of the project has resulted in additional funding being provided by one of the organizations to extend the project through the end of the 2014 calendar year; and will require the continued support of the program, administrative, and database management staff currently involved in the project to ensure the project's continued success on Maui, with long term goals of expanding the project throughout the state.
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7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services or construction.

Tri-Isle Resource Conservation & Development Council, Inc., is uniquely qualified to carry out this continued work due to their knowledgeable experience with this specific project. The personnel they have employed for the CFEU pilot program have worked on the project since its 2012 inception. Consequently, their relationships with the DOCARE staff and management, skill sets acquired specifically for the project, and expertise of the CFEU projects educational, database management information and community involvement services they provide are critical to the programs continued success. Moreover, their experience ensures that the funds allotted to this project can be utilized with optimal efficiency, both in terms of time and costs. As a Maui-based entity, they possess institutional knowledge of the project, demonstrated their

8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

DOCARE did a recent solicitation of same management services resulting in two perspective offers; one being Tri-Isle RC&D and another by a Oahu based company, WHALE Environmental Services LLC; there were no other offers submitted. (NOTE: For the services solicited, WHALE Environmental Services (WES) offered a budget triple (3x) the solicited job amount. Additionally, WES office and staff is located on Oahu; travel and lodging expenses to and from Maui would exhaust funding better suited for direct educational and community collaboration expenses. Again, no other offers were submitted.

9. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

\*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	E-mail Address
Conan Akau*	DOCARE	587-0069	<a href="mailto:conan.v.akau@hawaii.gov">conan.v.akau@hawaii.gov</a>

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data if required.

***All requirements/approvals and internal controls for this expenditure is the responsibility of the department.  
I certify that the information provided is to the best of my knowledge, true and correct.***

  
\_\_\_\_\_  
Department Head Signature

  
\_\_\_\_\_  
Date

**For Chief Procurement Officer Use Only**

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Date Notice Posted: 6/26/14

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

[state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov)

**Chief Procurement Officer (CPO) Comments:**

Request is returned with no action required as department has confirmed that request is a duplicate of Sole Source Request No. SS14-075K.

If there are any questions, please contact Wendy Ebisui at 586-0563, or [wendy.mo.ebisui@hawaii.gov](mailto:wendy.mo.ebisui@hawaii.gov).

☐ Approved

☐ Disapproved

☒ No Action Required

*For*  7/3/14  
Chief Procurement Officer Signature Date